Privilege (Sales) and Use Tax Application For Residential Rental Only



Check any that apply:	□ New License□ Ownership Change□ Mailing Address Change	Date Property First Rented	Current City License #	Date of Change	License #			
PROPERTY INFORMATION								
Rental Property Owner (legal name) Fees Due \$70.00								
Rental Property Add	ress:							
City		State	Zip					
OWNERSHIP INFORMATION								
Ownership: Individual LLC Corp State Inc. Gen. Partnership Ltd. Partnership Trust Other Oth								
Owners, Partners, LLC Members, or Officers (for additional names attach list)	Name			Social Security #	ŧ			
	Home Address			Title				
	City	State	Zip	Phone				
	E-Mail Address			FAX				
	Name			Social Security #	ŧ			
	Home Address			Title				
	City	State	Zip	Phone				
	E-Mail Address			FAX				
MAILING ADI	DRESS (if different than	ownership information	1)					
Mailing Name	,	•	,					
Mailing Address								
City		State	Zip	Phone				
Corporate or LLC Statutory Agent	Name			Phone				
Location Where Accounting Records are Kept	Name			Phone				
	Address	City		State	Zip			
RENTAL TYP	E							
Method of Reporting	ı: □ Cash Receipts □ Accrual	Rental Property Typ		Vacation Hama				
Method of Reporting: ☐ Cash Receipts ☐ Accrual Reporting Frequency: ☐ Monthly ☐ Quarterly		☐ House ☐ Duplex		Vacation Home Fourplex □ A				
No. of Residential Rental Units:		·	,	·				
			ental properties on back	(.				
Landlord/Property M	IANAGER (if applicable lanager			Phone				
, ,	Ü							
Address		City		State	Zip			
I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the city. Incomplete forms may not be processed. IF APPLICABLE, BE SURE ALL SALES TAX HAS BEEN PAID BY FORMER OWNER. BY LAW YOU MAY BE LIABLE FOR ANY UNPAID TAX.								

Print Name/Title Signature Date

Residential Rental Property Additional Rental Property Supplemental Form

Type

Street Address	Suite/Apt#	Zip	House,Condo,Vacation Home, Duplex,Triplex,Fourplex,Apartment
2)			
3)			
4)			
5)			
6)			

Use additional pages if necessary

INSTRUCTIONS FOR COMPLETING THE APPLICATION

All applications must include a \$20 application fee plus a license fee of \$50 for a total of \$70.

If your estimated annual gross taxable income for Tempe is \$50,000 or more your reporting frequency will be monthly.

If your estimated annual gross taxable income for Tempe is less than \$50,000 your reporting frequency will be quarterly.

The Tax & License Division accepts only cash and check as payment - we currently cannot process credit or debit cards.

Note: All Fees are nonrefundable.

Rental Property Owner should be the same as what is listed on the records at the Maricopa County Assessor.

Date Property First Rented is the date the first tenant moved into the property.

Mailing Address needs to be completed only if the first address in the OWNERSHIP INFORMATION is not where mailings should be sent.

Method of Reporting Mark cash receipts if you recognize income based upon the date you receive the funds. Mark accrual if you recognize income based upon when the income is earned.

GENERAL INFORMATION

Owners may list multiple residential rental properties located in Tempe under one license as long as each property consists of four or fewer rental units and the legal owner of each property remains the same.

The license must be maintained in the name of the owner, not a property management company.

Residential rentals for less than 30 consecutive days are considered "transient lodging" and are also taxed and reported under hotel/motel classification with an additional 5% tax.

Owners are required to notify the Tax & License Division within 30 days of any change

- A change in title or ownership requires a new license
- A transfer of ownership from an individual(s) to a trust or LLC is considered a change of ownership
- A change of mailing address
- A purchase or sale of rental properties.

MAILING City of Tempe **ADDRESS**

Tax and License Division

PO Box 5002 Tempe, AZ 85280

PHONE: (480) 350-8656

WEB SITE: www.tempe.gov/salestax SITE City of Tempe

ADDRESS Tax and License Division

20 E 6th Street, 3rd floor Tempe, AZ 85281

FAX: (480) 350-8659 **EMAIL:** rent@tempe.gov